the wait is over. . .

element k

DISTANCE LEARNING

Element K

A New Provider for Challenging Times

NEW TRAINING OPTION AVAILABLE!

In the current economic climate, it has become increasingly challenging to obtain the necessary training to stay current in the workplace. In response to this, the *Distance Learning Unit* of the Education Services Division is proud to partner with *ElementK Learning* to provide online training to court staff. Whether you're looking to improve your management or communication skills, or need to learn the latest Microsoft Office programs, you'll find the necessary training in our extensive course catalog.

New Provider, New Training Courses

Element K has offered quality online education for many years, and we're pleased to bring that material to you.

The most recent releases of Microsoft Excel, Outlook, PowerPoint, Word, and Publisher are covered, most with increasing levels of skill development.

In addition, the business skills courseware offers training in communication, business writing, change and crisis management, diversity, leadership and management training, negotiation, problem solving, time management, and professional and personal development.

The entire course listing can be found in the back of this brochure. Take a moment and see if there is a course or two (or three!) that's right for you!

Did You Know?

Element K began in 1982, training employees on a new piece of office equipment—the microcomputer.

Registration

What We Need From You

Signing up is free to court staff, but **space is limited**. We ask that before you contact the Distance Learning Unit to obtain an account, take a moment to look at your educational needs for the coming year:

- *Are there courses in the catalog you know you'll need during the coming fiscal year?*

- *How many courses do you think you'll take? If only one, is there another way to learn the material?*

- *Are there other venues where you might obtain the same type of training?*

We're not out to discourage potential users, but with a limited number of licenses available to us, we are hoping to sign up people who will use their accounts frequently.

Before taking any course, check with your training coordinator or supervisor to make sure it is actually accredited for COJET.

Write us at **dlstaff@courts.az.gov**, and provide the following:

- **Full name**
- **Position**
    - Adult Probation
    - Adult Surveillance
    - Asst/Secretary
    - Bailiff
    - Court Administrator
    - Court Clerk
    - Detention Officer
    - Interpreter
    - Judge
    - Juvenile Probation
    - Juvenile Surveillance
    - Manager/Director
    - Reporter
    - Specialist
    - Other (Specify)
- **Work address (including Zip)**
- **Work Phone #**
- **Work email**
- **The County where your court resides**

In your email, tell us **why you want access*.** You don't need to write your doctoral thesis, but give us a few sentences letting us know how you'll use this account. Are you a new employee who needs to get up to speed on MS Office? Do you want the account available for just-in-time training? Maybe you're a newly promoted manager who wants to take the leadership skills courseware. *We want to know!***

** Yes, it will help us figure out whether or not we can grant access when space becomes an issue, but it will also tell us what **you're** interested in, so we can seek out similar courseware in the future.*

**We may contact you if we have any questions, so be sure to give us your most current contact information

Business Skills and Soft Skills

Business and Professional Writing
- Advanced Business Writing (Includes Simulation)
- Effective Business Writing (Includes Simulation)
- Grammar Essentials: Editing Effectively and Avoiding Hypercorrections
- Grammar Essentials: Identifying Correct Punctuation, Sentence Fragments, Run-Ons, and Comma Splices
- Grammar Essentials: Identifying Nouns, Pronouns, Verbs, Adjectives, and Adverbs
- Grammar Essentials: Identifying Prepositions, Conjunctions, Interjections, and Grammar Rules
- Grammar Essentials: Improving Word Choices and Building Effective Sentences

Change Management
- Change Management for Employees (Includes Simulation)

Communications
- Basics of Effective Communication (Second Edition) (Includes Simulation)
- Collaboration Skills (Includes Simulation)
- Communicating Clearly (Includes Simulation)
- Effective Listening Skills (Includes Simulation)

Crisis/Conflict Management
- Working With Difficult People (Includes Simulation)

Diversity Awareness
- Diversity Awareness (Second Edition)
- Diversity for Managers (Second Edition)

Leadership
- Be An Effective Facilitator (Includes Simulation)
- Leadership Skills: Build a Winning Team (Includes Simulation)
- Leadership Skills: Lead with Confidence (Includes Simulation)

Management Development Program
- Coaching Essentials (Includes Simulation)
- Conflict Intervention (Second Edition) (Includes Simulation)
- Decision Making Skills (Includes Simulation)
- Delegating (Second Edition) (Includes Simulation)
- Project Management Skills for Non-Project Managers (Includes Simulation)

Negotiation Skills
- Selecting Your Negotiation Strategy (Includes Simulation)

Problem Solving
- Defining the Issue of a Problem (Includes Simulation)
- Investigating the Problem (Includes Simulation)
- Solving Problems Logically (Includes Simulation)

Professional/Personal Development
- Creating and Maintaining Life Balance (Includes Simulation)
- Emotional Intelligence (Includes Simulation)

Time Management Skills
- Effective Time Management for You (Includes Simulation)

Did You Know? *Some companies hire writers solely to make sure their documents communicate their concepts effectively.*

Check out the Business and Professional Writing section!

Office Productivity

Microsoft Office Excel 2003
- Microsoft® Office Excel 2003: Level 1
- Microsoft® Office Excel 2003: Level 2
- Microsoft® Office Excel 2003: Level 3

Microsoft Office Excel 2007
- Microsoft® Office Excel® 2007: Level 1 (Second Edition)
- Microsoft® Office Excel® 2007: Level 2 (Second Edition)
- Microsoft® Office Excel® 2007: Level 3 (Second Edition)

Microsoft Office Outlook 2003
- Microsoft® Office Outlook 2003: Level 1
- Microsoft® Office Outlook 2003: Level 2
- Microsoft® Office Outlook 2003: Level 3

Microsoft Office Outlook 2007
- Microsoft® Office Outlook® 2007: Level 1 (Second Edition)
- Microsoft® Office Outlook® 2007: Level 2 (Second Edition)
- Microsoft® Office Outlook® 2007: Level 3 (Second Edition)

Microsoft Office PowerPoint 2003
- Microsoft® Office PowerPoint 2003: Level 1
- Microsoft® Office PowerPoint 2003: Level 2

Microsoft Office PowerPoint 2007
- Microsoft® Office PowerPoint® 2007: Level 1 (Second Edition)
- Microsoft® Office PowerPoint® 2007: Level 2 (Second Edition)

Microsoft Office Word 2003
- Microsoft® Office Word 2003: Level 1
- Microsoft® Office Word 2003: Level 2
- Microsoft® Office Word 2003: Level 3

Microsoft Office Word 2007
- Microsoft® Office Word 2007: Level 1 (Second Edition)
- Microsoft® Office Word 2007: Level 2 (Second Edition)
- Microsoft® Office Word 2007: Level 3 (Second Edition)

Publisher 2007
- Microsoft® Office Publisher 2007

Did You Know? This catalog was made using Microsoft Publisher 2007.

Take the course and learn how to take your documents to the next level!